



DATA PROCESSING MANAGER II

PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR

EMPLOYMENT TRAINING PANEL (ETP)

POSITIONS

Position exists in Sacramento only.

POSITION DESCRIPTION

The Data Processing Manager II in ETP directs all activities of a small, complex EDP organization and is responsible for leading and coaching journey level teams comprised of Information Technology (IT) and/or customer staff. Incumbents lead and direct subordinate staff in project management, planning, building, operating and/or supporting quality IT products and infrastructure, including any of the following: IT architectures, systems, applications (client server, Internet), networks and desktops, and telecommunications (data) technical support. Incumbents develop and maintain customer, control agency, and partner relationships.

SALARY RANGE

\$5388 - \$6548

FINAL FILING DATE

September 29, 2006

FILING INSTRUCTIONS

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of departmental metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Div, MIC 54
Attention: DPM II Exam
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN PERSON ADDRESS:

Employment Development Department
Human Resource Services Division
Attention: DPM II Exam
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

Note: To gain access to the 6th Floor Solar Building, you must enter at 722 Capitol Mall and sign in at the security desk.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Note: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. Applications received without this information may be rejected because of incomplete information.

COMPETITION LIMITED TO STATE ETP EMPLOYEES

Applicants must have a permanent civil service appointment with the Employment Training Panel in order to take this examination.

SPECIAL TESTING ARRANGEMENTS

If you need special testing arrangements, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted to make specific arrangements.

SEE PAGE 2 FOR ADDITIONAL INFORMATION

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Employment Training Panel. Eligibility expires 12 months after it is established unless the needs of the services and conditions of list warrant a change in the period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination **by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Either I**Minimum
Qualifications**

One year of experience in the California state service performing electronic data processing (EDP) duties of a class with a level of responsibility equivalent to Data Processing Manager I.

Or II

EXPERIENCE: Five years of progressively responsible experience in EDP systems design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.)

AND

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SPECIAL PERSONAL
QUALIFICATIONS**

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

**ADDITIONAL DESIRABLE
QUALIFICATION**

In appraising the relative qualifications of candidates for the Data Processing Manager II, consideration will be given to the extent and type of knowledge and experience with various information technology system functions listed in the "Scope" of this bulletin and to the extent and type of pertinent education and training beyond that required under "Minimum Qualifications."

SCOPE**A. KNOWLEDGE OF:**

1. Principles, practices, and trends of public administration, including governance, management, organization, strategic and tactical planning, cost/benefit analysis, budgeting, and project management and evaluation.
2. Principles and techniques of effective personnel management, coaching, and leading staff.
3. Current information technology industry trends, methods, and practices.
4. Principles of telecommunication system and network design or IT systems design, operations, and control.
5. Principles of business analysis, multi-tier data processing systems design, programming, data/information management, operations, and controls.
6. Principles of procurement, contract negotiation, and vendor management.
7. Principles of project management and organizational effectiveness.
8. Department and State level policies and procedures relating to electronic data processing.
9. The Department's Equal Employment Opportunity Program objectives.
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet those objectives.

**SCOPE
(Continued)****B. ABILITY TO:**

1. Develop and evaluate alternatives, make decisions, and take appropriate action.
2. Set goals, establish priorities, and track the progress of plans.
3. Effectively use resources to optimize the overall performance of his/her organization in providing value-added service to internal and external customers.
4. Identify the need for and assure the establishment of appropriate administrative procedures and effective business processes and procedures.
5. Plan, coordinate and direct IT activities of staff.
6. Effectively use interdisciplinary teams.
7. Reason logically and creatively and use a variety of techniques to resolve problems.
8. Communicate information and ideas effectively.
9. Communicate with and advise business partners, IT professionals, and administrators on IT topics, translating technical terms into everyday language.
10. Develop and maintain positive working relationships with customers, vendors, partners, peers, and staff.
11. Understand and fulfill management responsibilities under the Ralph C. Dills Act (State Employer/Employee Relations).

**EXAMINATION
INFORMATION**

This examination will consist of a Promotional Readiness Evaluation Process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Oral Interview - Candidates will be required to appear before a Qualifications Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

The QAP will assign each candidate a final competitive score based on the candidate's responses to the interview questions.

CANDIDATES WHO DO NOT APPEAR FOR THEIR ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application.

**Education
and
Experience**

List all experience relevant to the "Requirements of Admittance to the Examination" shown on this announcement, including a complete list of any paid and/or volunteer part-time, full-time, and/or military service work experience, regardless of the duration.

**INQUIRIES ABOUT
THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 of this bulletin for additional examination information. All inquiries about this examination should be directed to Louise Norton at (916) 657-0558. In addition, examination information can also be obtained on the internet at www.edd.ca.gov.

EDD also maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch-tone telephone, call (916) 654-6869.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, two weeks after filing his/her application if he/she has not received a Receipt of Application notice.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error; he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualifications Appraisal Panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Web site: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.